

**SOLICITATION NUMBER:** SOL-388-14-000003

**ISSUANCE DATE:** May 22, 2014

**CLOSING DATE:** June 5, 2014, at 4:30pm, local time in Dhaka Bangladesh

**POSITION TITLE:** Senior Agriculture Development Advisor  
(GS-14 equivalent)

**MARKET VALUE:** GS-14 Equivalent (\$85,544 - \$111,203 per annum). The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background. **Salaries over and above the top of the pay range will not be entertained or negotiated.**

**PLACE OF PERFORMANCE:** Dhaka, Bangladesh

**PERIOD OF PERFORMANCE:** 9 months

**AREA OF CONSIDERATION:** U.S. Citizens/Third Country Nationals

**SECURITY ACCESS LEVEL:** Employment Authorization

**DIRECT SUPERVISOR:** Office Director/Supervisory Contracting Officer

**SUPERVISORY CONTROL:** Minimum. Incumbent is expected to act independently with little direction.

**POSITION DESCRIPTION:**

**SENIOR ACQUISITION AND ASSISTANCE SPECIALIST**

**I. BACKGROUND:**

The USAID/Bangladesh Senior Agriculture Development Advisor will support the implementation of high priority U.S. Government initiatives under the Mission's Economic Growth portfolio. The principal function is to support Feed the Future programming and directly oversee implementation of activities to achieve measurable results in improving food security in Bangladesh.

Bangladesh is the most densely populated country in the world, with 162 million people living in a land area roughly the size of Iowa. Demographic trends indicate that this number will grow to around 220 million by 2050. This population growth threatens to outpace that of food production. Thirty six percent of the population currently lives below the poverty line. Average farm sizes are already too small to support a family adequately and are declining in size with continued population growth. Thirty-eight percent of farmers are functionally landless – i.e., with less than one-half acre.

Poverty, a lack of access to agricultural land and poor eating habits contribute to high levels of malnutrition. Bangladesh has the highest malnutrition rates in the region, and is making insufficient progress towards the MDG 1 of reducing poverty by half. Forty percent of the population is undernourished and 20 percent severely malnourished. A basic limitation of the diet is its lack of diversity. On average, the population consumes about 80 percent of its dietary energy as cereals (75 percent from rice alone). The Bangladesh Demographic and Health Survey (DHS) indicates that 49 percent of children under five and 46 percent of women suffer from anemia, and over one in five pre-school children suffers from vitamin A deficiency. The high rates of anemia and malnutrition among women reduce their productive capacity and contribution to economic development.

The Mission's FTF FY2010 - 2015 strategy builds on its evidence-based experience, successes and on-going agriculture, health and FFP programs. The FTF Bangladesh program will work to intensify staple crop production while simultaneously encouraging diversification into higher-value, nutrient-dense products in order to increase incomes along with the availability, accessibility and utilization of nutritious food. This will be complemented by GHI programs which will undertake messaging to encourage dietary diversification and increased consumption of nutritious foods

**The performance period for this position will be 9 months.**

## **II. BASIC FUNCTION OF THE POSITION:**

The Senior Agriculture Development Advisor will be a key advisor to the mission's food security and agricultural productivity portfolio. The incumbent will be a member of the Mission's Office of Economic Growth which also manages USAID's largest food security program world-wide. This is a challenging and exciting position located in one of USAID's largest and growing development programs in South Asia. The principal function is to support Feed the Future programming and directly oversee implementation of activities to achieve measurable results in improving food security in Bangladesh. An additional function is to provide support and training/mentoring on project management and AOR/COR responsibilities to new and/or junior US Direct Hire and FSN staff working on the portfolio.

## **III. DUTIES AND RESPONSIBILITIES:**

The incumbent will serve as the Contracting Officer's Representative (COR) / Agreement Officer's Representative (AOR) for major food security grants or contracts, as well as to handle program management responsibilities regarding the food security program. This work will include the following:

### **1. Supervisory Responsibilities:**

No direct supervisory responsibilities are anticipated. The USAID/Bangladesh food security team is comprised of the Deputy Director, six USDHs including two DLI (junior officers) and three first-tour officers, three senior to mid-level FSNs, an additional three junior FSNs hired in FY14, and a locally hired PSC. This position is expected to provide mentoring and guidance on project management, AOR/COR responsibilities, agricultural productivity and private sector expertise to newer staff members.

### **2. Program Management:**

- (a) Advise the Office Director of Economic Growth (EG), the Deputy Director/FTF Team Lead, the EG team, the Program Office, the USAID Mission Management and the Embassy on Government of Bangladesh (GOB) development policy and programs/projects in support of USAID-funded food security activities.
- (b) Establish and maintain working relationships with mid to senior level GOB officials, for example officials of the Ministry of Agriculture, the Ministry of Fisheries and Livestock, the Ministry of Commerce, other relevant GOB officials, the donor community, NGOs, and the private sector to enhance collaborative efforts that achieve mutual goals and objectives. Keeps contractors, recipients and grantees informed of USAID requirements and priorities.
- (c) Conduct and supervise administrative and financial analyses; develop and track budget preparation; and oversee implementation and other budget requirement for the EG portfolio.

- (d) Conduct strategic analysis, review reports and technical proposals, and prepares substantive reports on trends in disaster reconstruction and livelihoods development. Prepare briefing materials, issues papers, as well as status and progress reports. Develop performance monitoring plans and monitor their implementation. Conduct evaluations and reporting in support of the USAID/Bangladesh's EG portfolio. Participate in the preparation of the annual report to USAID/Washington and special or periodic reports.
- (e) Manage, monitor and oversee the activities of the grantees and/or contractors implementing USAID's food security activities.
- (f) Liaise with implementing contractors, recipients and grantees, and undertake visits to project sites on a regular basis.

#### **A. SUPERVISION**

The Senior Agriculture Development Advisor will be supervised by the FTF Team Leader.

#### **B. SUPERVISION RESPONSIBILITIES**

No direct supervisory responsibilities are anticipated (see above).

#### **C. PERIOD OF PERFORMANCE**

The Personal Services Contract (PSC) will be for nine months, starting in October 2014 and ending on July 2015.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

#### **IV. OTHER POSITION REQUIREMENTS**

The selected applicant must be able to obtain an employment authorization security clearance and appropriate medical clearances.

#### **V. QUALIFICATIONS AND SELECTION CRITERIA**

##### **MINIMUM QUALIFICATIONS:**

In order to be considered for the position, a candidate must meet the Minimum Qualifications listed below. Consideration and selection will be based on a panel evaluation of the Evaluation Factors. Additionally, interviews and writing samples may be requested only from the top scoring candidates. Please note that not all applicants will be interviewed or contacted. USAID will not pay for any expenses associated with the interviews unless expenses are pre-authorized. Reference checks may be conducted on those candidates selected for an interview. The applicant's references must be able to provide substantive information about his/her past performance and abilities. Applicants are required to write a brief cover letter to demonstrate how prior experience and/or training addresses the Minimum Qualifications and Evaluation Factors listed below.

##### **EVALUATION CRITERIA:**

The following factors will be the basis for the evaluation of all applications. All applications will be evaluated based on the documentation submitted with the application. Applicants are required to provide a cover letter addressing how they meet the requirements of each criterion below and submit three to five professional references with complete contact information. Candidates will be evaluated and ranked based on the following selection criteria:

**1. Education:** The applicant must have a Master's Degree in economics, agricultural economics, international development, sociology, anthropology, management, public administration, or other related: social sciences.

**2. Experience:** Minimum of seven years of progressively responsible professional or program experience in development programs, with multilateral and bilateral donors, NGOs, and/or government is required. Experience with donor agency/mission organization, procedures, and operations systems (e.g., development approaches; procedures for programming funds, defining objectives, and monitoring results; and procedures for awarding grants and contracts) are required. South Asia experience is desired. At least five years' experience in agricultural development and livelihoods programs with emphasis on post disaster is required

**3. Language:** Excellent English writing and speaking ability is required. The candidate should have a demonstrated capacity to communicate complex policy, strategy, and program issues orally and in writing in a clear, concise, and well-organized manner..

**4. Knowledge:** Knowledge of a broad range of issues related to agricultural development is required. Expert knowledge of best practices in agriculture development program design, implementation, monitoring and evaluation is necessary. Specialized knowledge of the Bangladeshi context, government (GOB) organizational culture, structure, policies, programs and operations and development priorities is desired. Knowledge of strategies, programs, and working methodologies of other donor agencies in the livelihoods sector is desired. Knowledge of the structure and workings of the US government is desired.

**4. Skills and Abilities:** Strong analytical, management and organizational skills are required. The position requires demonstrated ability in strategic planning, technical and socio-economic analysis, and budget preparation and reporting skills. Considerable confidentiality, sensitivity, poise and maturity are mandatory as the applicant will represent USAID in meetings with mid to senior level Bangladeshi government officials and with private sector and donor partners. The applicant should possess strong interpersonal and cross-cultural skills, the ability to work within a team setting and with minimal supervision. Strong leadership and negotiating skills are required. Demonstrated knowledge and proficiency in Microsoft Windows, Word, and Excel are required. Familiarity with Microsoft Access and PowerPoint is desired.

Candidates meeting the required qualifications for the position will be evaluated based on information presented in the application and reference checks. USAID reserves the right to conduct interviews with the most highly ranked applicants.

## **VI. SELECTION FACTORS:**

(Determines basic eligibility for the position. Applicants who do not meet all of the selection factors are considered NOT qualified for the position.)

- Applicant is a US/Third Country National;
- Completed and signed Federal Form OF-612 is submitted;
- Supplemental documents, especially a resume and/or additional information addressing the Evaluation criteria, is submitted; and
- Ability to obtain a security clearance or employment authorization clearance, as provided by USAID.

## INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria:

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: High school, name, city and state, date of diploma or GED; colleges and universities, name, city and state, majors, type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours);
3. Work Experience: provide the following information for your paid and non- paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, salary. Indicate if we may contact your current supervisor;
4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, tools, machinery typing speed, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).
5. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.
6. Date of availability to begin assignment in Dhaka, Bangladesh.

Forms are (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices). Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

NOTE: Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and/or supplemental materials as described in this section. Failure to provide the required information and/or materials will result in your not being considered for employment.

This office must receive your application prior to the closing date and time specified in this solicitation in order for you to be considered for this position. Please note all applications must be signed – **unsigned applications shall NOT be considered**. Please reference the solicitation number on your application, and as the subject line in any cover letter.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the addresses indicated below. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in

any cover letter. E-mail applications must be received by the closing date and time specified in the solicitation.

Address: Supervisory Executive Officer  
Executive Office  
USAID/Bangladesh  
C/O American Embassy  
Madani Avenue, Baridhara,  
Dhaka,, Bangladesh  
Email : [Dhaka-jobs@usaid.gov](mailto:Dhaka-jobs@usaid.gov)

## **VII. ADMINISTRATIVE REQUIREMENTS AND LOGISTICAL SUPPORT:**

As a matter of policy, and as appropriate, a PSC recruited off-shore is normally authorized the following benefits and allowances:

### **BENEFITS**

- Employer's FICA and Medicare Contribution\*
- Contribution toward Health & Life Insurance
- Pay Comparability and Adjustment
- Annual Salary Increase
- Eligibility for Worker's Compensation (USPSC only)
- Annual & Sick Leave
- Shipment and storage of household effects
- Shipment of POV (Private Own Vehicle)
- Access to Embassy medical facilities, and pouch mail service
- Defense-based Accreditation and Medevac insurance

*\*Note: If a US citizen, the contractor's salary will be subject to employee's FICA and Medicare contribution.*

**ALLOWANCES:** TCNs will be paid allowances in accordance with the Bangladesh Mission Order. Details are available on request. USPSCS will be eligible for allowances listed in the Standardized Regulations Government Civilian Foreign Areas Sections cited below – if applicable.

1. Temporary Lodging Allowance (Section 120)
2. Living quarters allowance (Section 130)
3. Post Allowance (Section 220)
4. Supplemental Post Allowance (Section 230)
5. Separate Maintenance Allowance (Section 260)
6. Education allowance (Section 270)
7. Educational Travel (Section 280)
8. Post differential (Chapter 500)
9. Payments during Evacuation/authorized Departure (Section 600)
10. Danger Pay (Section 650)
11. Consumables Allowance

**SECURITY AND MEDICAL CLEARANCE:** Medical clearances are required of TCNs. An Employment Authorization is required.

## **VIII. LIST OF REQUIRED FORMS FOR PSC:**

Forms outlined below can found at: <http://www.usaid.gov/forms> or at <http://www.forms.gov/bgfPortal/citizen.portal>

1. Application for Federal employment (SF-171) or Optional Application for Federal Employment (OF-612)
2. Contractor Physical Examination (AID Form 1420-62). \*
3. Questionnaire for Sensitive Positions (for National
4. Security) (SF-86), or \*
5. Questionnaire for Non-Sensitive Positions (SF-85). \*
6. Finger Print Card (FD-258). \*

\* Forms 2 through 5 shall be completed **only** upon the advice of the Contracting Officer that an applicant is the successful candidate for the job.

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#### CONTRACT INFORMATION BULLETIN (CIBs) AND ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDS) PERTAINING TO PSCS

AAPDs and CIBs contain changes to USAID policy and General Provisions in USAID regulations and contract. Those documents can be found at this website:

[http://www.usaid.gov/business/business\\_opportunities/cib/subject.html#psc](http://www.usaid.gov/business/business_opportunities/cib/subject.html#psc)

Additionally, AIDAR Appendix D can be found at: <http://www.usaid.gov/policy/ads/300/aidar.pdf>

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, NON-DISQUALIFYING HANDICAP, MARITAL STATUS, SEXUAL ORIENTATION, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.